



# USAID | AFGHANISTAN

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**Solicitation open to:** Afghan Nationals **ONLY**  
**Position Title:** Secretary  
**Type of vacancy:** Single Position  
**Opening date:** June 19, 2014  
**Closing date:** July 03, 2014  
**Vacancy announcement #:** USAID/306/14/60/DIR  
**Work Hours:** 40 hours (Full time)  
**Position Grade:** FSN-7

The United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of Secretary in the Office of the Mission Director (DIR).

## **BASIC FUNCTION OF THE POSITION:**

The basic function of this position is to provide administrative support to the Office of the Mission Director (USAID/Afghanistan). The incumbent must work closely with his/her counterpart in the entire mission and the U.S. Embassy.

The incumbent is expected to operate independently, and with minimum supervision, within the policy guidelines and administrative requirements established by the Agency. This position requires a person who is self-motivated, can anticipate administrative problems and can resolve them independently.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

- Provide administrative, secretarial and office management support to the Office of the Mission Director team which includes but not limited to the Deputy Directors, the Executive Secretary and other offices assigned under the Office of the Mission Director on a day-to-day basis. Assists in coordinating, organizing and scheduling meetings of the Deputy Director(s) with USAID/Afghanistan, U.S. Embassy, the Government of the Islamic Republic of Afghanistan (GIROA) and others, as appropriate.
- Receive and review incoming and outgoing correspondence to ensure quality control especially for correspondences provided to the embassy and GIROA. Maintain records of incoming and outgoing correspondences and informs appropriate staff/office for action. Assure deadlines are met in a timely manner and checks for accuracy and quality control in terms of format and adherence to internal guidelines.
- Provide assistance in making travel arrangements as necessary. Make complete arrangements for meetings and conferences. Draft and/or compose routine correspondence. Locate and assemble information from various sources for reports, briefings, conferences, etc. Follow up on tasks and other actions assigned in Mission senior staff and general staff meetings. Handle office timekeeping and maintains the office working files system.

- Perform procurement-related activities of office supplies such as identifying needs, drafting purchase requisitions and ensuring that items are received in good condition and promptly. Will also request and monitor work order requests from time to time. And should be able to identify and fill out office related administrative forms in the most efficient and expeditious manner.

## **QUALIFICATIONS REQUIRED:**

**Education:** Completion of high school is required. A bachelor's degree, preferably in secretarial science, business administration, management or relevant social sciences field is desirable.

**Experience:** At least three years' experience as an administrative assistant and/or secretary for an executive management is required.

**Language:** Level IV (Fluent) speaking/reading English and Level IV (Fluent) speaking/reading of Dari and/or Pashtu is required.

**Knowledge:** Thorough knowledge of standard office procedures and practices; standard administrative practices for the operation of senior management offices; and protocol and social etiquette in dealing with senior officials is required. Thorough knowledge of English grammar, spelling and punctuation; executive correspondence styles; and filing systems required. Thorough knowledge of USAID/Afghanistan's style and format requirements and State Department formats; USAID/Afghanistan office and administrative policies, and procedures for program management is desirable. Thorough familiarity and understanding of the entire USAID/Afghanistan portfolio; and fundamental understanding of development problems facing Afghanistan is required. Knowledge of standard USAID computer software/applications and Afghanistan Government operations is desirable.

**Skills and Abilities:** Ability to function as the confidential secretary for the front office. As such, the position requires excellent interpersonal skills, tact, and courtesy to maintain cordial and effective contacts with senior U.S., Afghan and other officials; and to develop and maintain effective working contacts for obtaining data. Sound analytical skills and judgment to evaluate and interpret data, and to determine the most effective method of reporting and presentation is also required. Initiative, flexibility, good organizational skills and demonstrated ability to work under pressure to establish work priorities, to meet the varying work needs of the Front Office and meet deadlines, and to identify and implement appropriate actions to streamline work is required. Extensive computer experience in Word, Excel, and e-mail is essential.

## **HOW TO APPLY**

Applicants are requested to submit a complete application package which must include all required documents to [afpakjobs@usaid.gov](mailto:afpakjobs@usaid.gov) and [AfUSAIDJobs@state.gov](mailto:AfUSAIDJobs@state.gov) with a **Subject line: (Secretary (DIR1460))**

**ANY/ALL application submissions after the closing date of July 03, 2014 will not be considered.**

## **REQUIRED DOCUMENTS:**

1. Cover memo/email outlining your qualifications and experience against the selection criteria.
2. Application for Employment (AE) as a Locally Employed Staff (DS-174) [http://kabul.usembassy.gov/job\\_opportunities2.html](http://kabul.usembassy.gov/job_opportunities2.html) <http://www.state.gov/documents/organization/136408.pdf> and/or
3. A current resume or curriculum vitae that provides the same information found on the DS-174 form.

**(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to advance in the process.)**

**Note:**

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø **Female applicants are strongly encouraged to apply.**

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**